

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

October 30, 2015

SUBJECT: WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS – REVISED; AND, ROLL CALL UNIFORM REQUIREMENTS – REVISED

PURPOSE: While most of the duties performed by officers assigned to a geographic Area or traffic division front desk are administrative in nature, front desk personnel also serve a critical role in station security. Department Manual Sections 4/216.52, *Wearing of Body Armor During Tactical Operations*, and 3/222.35, *Roll Call Uniform Requirements*, have been revised to require that all sworn employees wear Department approved body armor and an authorized police equipment belt while assigned to the field, geographic Area front desk or traffic division front desk.

Note: An officer who is unable to wear Department approved body armor and/or an authorized police equipment belt due to medical or other work restrictions shall not be assigned to the front desk and will be reasonably accommodated in another position as determined by the commanding officer.

PROCEDURE: Attached are the revised Department Manual Sections, 4/216.52, *Wearing of Body Armor During Tactical Operations*, and 3/222.35, *Roll Call Uniform Requirements*, with revisions indicated in italics.

AMENDMENTS: This Order amends Sections 4/216.52 and 3/222.35 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 20, 2015**

216.52 WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS. All sworn personnel shall wear Department approved body armor *and an authorized police equipment belt (Department Manual Section 3/622)* when assigned to the field, geographic Area front desk or traffic Division front desk related duties.

***Exception:** The front desk assignment is exempt from Department Manual Section 3/621.10, Required Equipment.*

Additionally, identified civilian personnel shall wear Department approved body armor during all pre-planned tactical operations, and during any potentially violent situation in the field. All body armor issued, or purchased for use by Department personnel, shall meet or exceed Department specifications, and shall also be certified according to the most current National Institute of Justice (NIJ) standards at the time of purchase. Training Division has identified several civilian entities that are periodically tasked with responding to the field to assist sworn personnel. The following civilian personnel shall be required to have body armor in their possession when responding to field operations:

- Audio-Visual Technicians;
- Forensic Print Specialists;
- Photographers;
- Criminalists;
- Police Surveillance Specialists;
- Firearms Examiners;
- Officers in Charge of these respective units; and,
- All other civilian personnel that may respond to the field to assist sworn personnel in a violent or tactical situation.

The officer in charge of any police operation listed below shall ensure that all officers involved in the actual field operation wear body armor:

- Any pre-planned tactical operation at a location where officers have reason to believe an individual(s) may use a firearm to resist; *and*,
- Serving a felony arrest warrant on a suspect **not** in custody.

Based on tactical considerations, the officer in charge shall specify which officers shall wear concealable body armor and which officers, if any, shall wear external bullet-proof vests.

Sworn Employee's Responsibilities. All sworn personnel shall:

- Wear body armor *and an authorized police equipment belt (Department Manual Section 3/622)* at all times while engaged in uniformed field *and front desk* duties;

Note: Sworn personnel working an off-duty uniform assignment (i.e., the Coliseum or Sports Arena) shall adhere to the on-duty requirements of this directive.

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 20, 2015

- *Plainclothes* detectives who are in the field conducting tactical operations or engaged in field operations likely to result in contact with ~~the~~ suspect(s) shall wear body armor;

Note: Detectives out in the field conducting interviews of witnesses are not required to wear body armor.

- Undercover officers (i.e., Vice and Narcotics) are exempt from wearing body armor when the wearing of body armor compromises their undercover position as a police officer. Undercover officers involved in undercover operations, such as close cover officers, shall wear body armor in all field operations when the wearing of body armor does not jeopardize the operation; and,

Note: The Commanding Officer can exempt *plainclothes* officers from wearing body armor when deemed necessary.

- Return previously issued, and/or expired *body* armor to *Fiscal Operations Division*, Supply Section *Uniform Shop*, once the employee has received new body armor.

Note: If body armor is not issued to, or returned by the employee, the reason shall be documented in writing on an Employee's Report, Form 15.07.00, to the employee's Commanding Officer.

Civilian Employee's Responsibilities. Civilian personnel assigned to assist sworn personnel during tactical field operations (where violence is likely to occur) shall:

- Wear body armor; and,

Note: In any field situation where there may be a potential for violence, civilian personnel shall wear body armor. It is difficult to foresee when a stale situation may become violent; therefore, civilians shall have their body armor accessible to them at all times while performing field duties (i.e., in the vehicle or duty bag). Personnel tasked with responding to a pre-planned tactical operation, who do not have body armor, shall report to *the* Supply Section Uniform Shop, to check out and return body armor from the "loaner" stock.

- Return previously issued and/or expired armor to Supply Section *Uniform Shop*.

Note: If body armor is not issued to, or returned by the employee, the reason shall be documented in writing on an Employee's Report, to the employee's Commanding Officer.

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 20, 2015

Supervisor Responsibilities. All supervisors assigned to uniform field duties shall:

- Wear body armor *and an authorized police equipment belt* at all times while engaged in field assignments;
- Ensure that all sworn and civilian personnel involved in field operations wear body armor *to include an authorized equipment belt for sworn personnel*; and,
- When involved in a pre-planned tactical operation (i.e., search warrants), supervisors shall specify which officers shall wear concealable body armor, and which officers, if any, shall wear external body armor.

Watch Commander's Responsibilities. *Watch Commanders shall ensure sworn personnel assigned to front desk duties wear their body armor and an authorized police equipment belt.*

Note: *Only officers who are able to wear body armor and their police equipment belt shall be assigned the front desk.*

Area/Divisional Training Coordinator's Responsibilities. Training Coordinators in each Area/division shall ensure that all sworn and civilian personnel, who are issued body armor, are scheduled for their required fitting dates, prior to the five-year body armor expiration date, upon receiving notification.

Note: All training coordinators shall act as liaison with Supply Section *Uniform Shop* to ensure that all sworn and civilian personnel involved *in* actual field operations are issued body armor.

Commanding Officer's Responsibilities. Commanding Officers shall:

- Designate an employee, in *each Area* as a training coordinator, to ensure the proper issuance and return of body armor to sworn and specified civilian personnel;
- Notify their training coordinator or designee with a list from Supply Section for fittings;
- Ensure that their training coordinator or designee schedules *dates for body armor fittings for all employees* prior to the five-year expiration date;
- Ensure that the expiration date has not expired on the body armor issued to all sworn and civilian personnel assigned to their Area/division;
- Ensure that all sworn and civilian personnel involved in field operations are approved for and issued body armor prior to deploying in the field; and,
- Authorize the exemptions of *plainclothes* officers from wearing body armor, when deemed necessary.

Supply Section, Fiscal Operations Division, Responsibilities. Personnel assigned to Supply Section shall:

- Maintain records of body armor expiration dates;
- Notify all commanding officers of personnel in their command that are required for body armor fittings prior to the five-year expiration date;

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 20, 2015

- Ensure distribution of body armor to the assigned employees; and,
- Maintain records of personnel fitted/not fitted and body armor distributed/not distributed.

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 20, 2015

222.35 Roll Call Uniform Requirements. Each employee assigned to uniformed duty shall appear for roll call dressed in *a proper uniform and wearing Department approved body armor and an authorized police equipment belt.*

When directed by a supervisor, employees attending roll call shall stand inspection, dressed in a complete basic uniform, and with field equipment.